

	Required Forms for Personnel Approval (The forms referenced may be obtained at http://dor.mo.gov/forms/)			
	5253	5306 (& *5458)	5379	5438
Personnel	License Office Operation Change	Authorization And Release For License Office Management, New Personnel, and Officers (*and Form 5458, if individual was not required to file a Missouri tax return)	Motor Vehicle Registration And Tax Clearance Authorization & Release	Confidentiality Policy Statement
Initial Approval				
• Officers identified in awarded proposal.				X
• Officers identified after award of contract.	X	X		X
• Contract Manager (CM) and Office Manager (OM). Also applies if existing employee being promoted to CM or OM.	X With Personnel Qualifications	X		X Must also view and document viewing the Confidentiality Training Video prior to processing transactions and submit documentation within 10 calendar days.
• Office Clerks		X		
• Individuals and subcontracted personnel who: - are <u>not</u> bonded or supervised by license office personnel; and - have after-hours access to the office or possess keys or access codes to the office security system.		X		X
• Subcontracted personnel who are bonded and supervised by license office personnel				X
• Landlord(s) with after-hours access to the office – approval not required				X
Upon Request				
• Contractor and Officer(s)			X	X Must also view the above Confidentiality Training Video
• Contract Manager, Office Manager, and Office Clerk(s)		X		
• Landlord(s) or other individuals with after-hours access and all subcontracted personnel.				X